



CITY OF ATLANTA

Job Announcement

STORES MANAGER

STARTING SALARY: \$30,920

Salary Grade: 13

Applications Accepted From: February 2, 2004 until February 13, 2004

Minimum Job Requirements

Persons applying must have graduated from high school with a diploma or GED equivalency and have four years of experience in storekeeping which included at least one year of direct supervision of other storekeeping personnel; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses and Certificates:

Persons applying must have a valid driver's license at the time of application and a valid Georgia driver's license at the time of appointment.

Duties of the Job:

This employee plans and supervises the work of subordinates; establishes and maintains recordkeeping systems for equipment, supplies and other inventory; reviews and evaluates bids; prepares requisitions; determines efficiency of operations and use of space; prepares budget and monthly reports; issues stock to departments users; trains and evaluates personnel and their work; estimates inventory needs; contacts vendors and suppliers; acts as liaison with Purchasing and Finance regarding bids, specifications and other matters relating to stores operations.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday

Resumes not accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2107 Atlanta, GA 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, HIGHLY QUALIFIED.

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.